

# How to Submit a Vaccine Order

## How to Track the Vaccine Order Status

## How to Receive a Vaccine Order in

# VAC TRAK

State of Alaska's Immunization Information System

*Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the Request to Add or Modify User Form and submit it to [VacTrAK@alaska.gov](mailto:VacTrAK@alaska.gov)*

### How to Submit a Vaccine Order

- Login to <https://vactrak.alaska.gov>

VAC TRAK

▲ Main  
Home  
Login  
▶ Patient  
▶ Vaccinations  
▶ Scheduled Reports  
▶ Job Queue  
▶ Change Password  
▶ Answers

Date: November 19, 2020

If you have questions on the COVID-19 vaccine, please visit [Covidvax.alaska.gov](https://covidvax.alaska.gov) for more information on the vaccine and how to enroll as a COVID-19 provider. Any further questions on provider enrollment should be emailed to [covid19vaccine@alaska.gov](mailto:covid19vaccine@alaska.gov)

AKIIS-Web Login

Username :   
Password :

[Forgot Password](#)

- Click on **Orders/Transfers**
  - Click on **Create/View Orders**
    - Click on **Create Order**

VAC TRAK

Logged in: SSTEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC

Date: October 20, 2020

▲ Main  
Home  
Logout  
Help  
▶ Favorites  
▶ Patient  
▶ Vaccinations  
▶ Physicians & Vaccinators  
▶ Lot Numbers  
▶ **Orders/Transfers**  
Alerts  
Create/View Orders  
Search History  
Modify Order Set  
Cold Storage  
Provider Agreement  
▶ Pandemic Forms  
▶ Reports  
▶ Settings  
▶ Reminder/Recall  
▶ Scheduled Reports  
▶ Change Password  
▶ Answers

**Current Order/Transfer List**

**Inbound Orders**

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	221432	9999	10/02/2020		Pending State Approval

**Backordered Orders**

Select	Order Number	PIN	Submit Date	Backorder Date
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**Denied Orders**

Select	Order Number	PIN	Submit Date	Denial Date
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**Inbound Transfers**

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status
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**Outbound Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
-->	158301	999997	10/02/2020	SOA EPI DEPOT RETURNS	Approved

**Rejected Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status
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- Choose the appropriate **Order Set**
  - Type in **Order Quantity**
    - Click **Submit Order**

**VAC-TRAK** Logged in: SSTEEST USER Date: October 20, 2020

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC

**Create Order**

Organization: TEST ORGANIZATION SITE First Name: TEST VC  
 Facility: TEST FACILITY HEALTH CLINIC Middle Name:  
 Phone Number: Last Name: COORDINATOR  
 Phone Extension: Address: 101 FIRST ST  
 Email: TESTEMAIL@EMAIL.COM City: ANCHORAGE  
 State: AK  
 Zip: 99501

Monday: ☒ 09:00 17:00 --select-- --select-- Tuesday: ☒ 09:00 17:00 --select-- --select--  
 Wednesday: ☒ 09:00 17:00 --select-- --select-- Thursday: ☒ 09:00 17:00 --select-- --select--  
 Friday: ☒ 09:00 17:00 --select-- --select--

PIN: 9999 Order Date: 10/20/2020 Order Status: In Progress  
 Submitter: SSTEEST USER (SSTEESTUSER)

Message to Depot:

Inventory Last Submitted: 10/14/2020  
 Last Order Submitted: 10/02/2020 11:22:31 AM

Order Set: **COVID-19 ORDER SET / Pandemic**

Accountability:	Last Date Submitted:	Past Due?
Inventory Management	02/28/2021	No
IQIP Participation	02/28/2021	No
VFC Site Visit Follow Up	02/28/2021	No
Training - Back-up Vaccine Coordinator	02/28/2021	No
VFC - Other	02/28/2021	No
VFC Provider Agreement	02/28/2021	No
Training - Vaccine Coordinator	02/28/2021	No

Order Frequency: Order Timing: Order Schedule:

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments	Accept MDV if first available
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	Pfizer COVID-19 Vaccine	PAN	0	10	<b>20</b>	<input type="checkbox"/>	--select--		<input type="checkbox"/>

## How to Track the Order Status over time

- Click on Create/View Orders
  - Shipped status** = Order has been shipped by the manufacturer or distributor and is in transit
    - Click on **Select** to view order and tracking number

**VAC-TRAK** Logged in: SSTEEST USER Date: October 20, 2020

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC

**Order 221432 Successfully Created and Pending State Approval**

**Current Order/Transfer List**

Select	Order Number	PIN	Submit Date	Approval Date	Status
<input type="checkbox"/>	221432	9999	10/02/2020		Pending State Approval
<input type="checkbox"/>	221472	9999	11/19/2020	11/19/2020	Shipped

**Backordered Orders**

Select	Order Number	PIN	Submit Date	Backorder Date

**Denied Orders**

Select	Order Number	PIN	Submit Date	Denial Date

**Inbound Transfers**

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status

**Outbound Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
<input type="checkbox"/>	158301	999997	10/02/2020	SOA EPI DEPOT RETURNS	Approved

**Rejected Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

- Copy/paste tracking number into FedEx or UPS website to view shipment in transit (the tracking number in VacTrak is not hyperlinked)

**VAC-TRAK** Logged in: SSTEST USER

Organization: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: November 19, 2020

**Receive Order**

Organization: TEST ORGANIZATION SITE  
 Facility: TEST FACILITY HEALTH CLINIC  
 Phone Number:  
 Phone Extension:  
 Email: TESTEMAIL@EMAIL.COM  
 Order Number: 221432  
 PIN: 9999  
 Order Date: 10/02/2020  
 Submitter:  
 Receiver:  
 Original Order#: 221432  
 Order Set / Order Type: COVID-19 ORDER SET / Pandemic

First Name: TEST VC  
 Middle Name:  
 Last Name: COORDINATOR  
 Address: 101 FIRST ST  
 ANCHORAGE, AK 99501  
 VTrack Shipping Instructions:  
 Order Status: Shipped  
 Approver:

**Order Details**

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
20			COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	PFIZER, INC-PFF	123AB		--select--

Comments: Tracking # 1Z12345678

Cancel Receive

## How to Receive an Order

- After the shipment arrives via FedEx or UPS, unpack and verify the vaccine shipment according to (Pfizer's video)
  - If there are any problems with the shipment or order, follow the instructions on the box and also email [vaccinedepot@alaska.gov](mailto:vaccinedepot@alaska.gov)
- Login to VacTrak
  - Click on **Create/View Orders**
    - Click on **Select** to open order

**VAC-TRAK** Logged in: SSTEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: October 20, 2020

**Current Order/Transfer List**

**Inbound Orders**

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	221432	9999	10/02/2020		Pending State Approval
-->	221472	9999	11/19/2020	11/19/2020	Shipped

**Backordered Orders**

Select	Order Number	PIN	Submit Date	Backorder Date
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**Denied Orders**

Select	Order Number	PIN	Submit Date	Denial Date
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**Inbound Transfers**

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status
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**Outbound Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
-->	158301	999997	10/02/2020	SOA EPI DEPOT RETURNS	Approved

**Rejected Transfers**

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status
--------	-----------------	-----	-------------	---------------------------------	-------------	-------------	--------

Create Order Vaccine Return

- Type in the number of **doses** received
- Click **Receive**

VAC-TRAK Logged in: SStEST USER

Organization: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: November 19, 2020

**Receive Order**

Organization: TEST ORGANIZATION SITE  
 Facility: TEST FACILITY HEALTH CLINIC  
 Phone Number:  
 Phone Extension:  
 Email: TESTEMAIL@EMAIL.COM  
 Order Number: 221432  
 PIN: 9999  
 Order Date: 10/02/2020  
 Submitter:  
 Receiver:  
 Original Order#: 221432

First Name: TEST VC  
 Middle Name:  
 Last Name: COORDINATOR  
 Address: 101 FIRST ST  
 ANCHORAGE, AK 99501  
 VTrckS Shipping Instructions:  
 Order Status: Shipped  
 Approver:

Order Set / Order Type: COVID-19 ORDER SET / Pandemic

**Order Details**

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
20	20		COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	PFIZER, INC-PFF	123AB		--select--

Comments

Tracking # 1Z12345678

Cancel Receive

- The doses are now populated in the VacTraK Inventory page
- To view the inventory, click on **Lot Numbers**
- Click on **Reconciliation**

VAC-TRAK Logged in: SStEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: October 13, 2020

**Reconcile Inventory**

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2069	20		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 11/29/2020

Print Reset Save

Submit Monthly Inventory

**Legend**

- Public Lots
- Private Lots
- Expired Vaccines
- Expires in 30 days or less